

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Teacher Prekindergarten

Department: Early Childhood Programs

Job Code: 3030

FLSA: Exempt Non-Exempt

Salary Schedule: Instructional

Reports To: Site-Based Administrator

Work Days: 196 Days

Board Approved Date: November 6, 2018

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for providing responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's school readiness skill growth aligned with Head Start and state standards, including for children with disabilities.

ESSENTIAL DUTIES & RESPONSIBILITIES: *The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Implement a developmentally appropriate researched-based curriculum, which is aligned to state standards and federal child outcomes and supports the development of school readiness skills.
2. Coordinate and plan organized activities, schedules, lesson plans, and high-quality early learning experiences responsive to each child's individual pattern of development and learning.
3. Complete screenings and assessments, including attendance, as required by federal, state and district requirements.
4. Integrate assessment data in individual and group planning, and conduct interventions and make referrals for evaluations as needed.
5. Include teaching practices that focus on English language acquisition, having culturally and linguistically appropriate materials for dual language learners.
6. Implement an intentional, age appropriate approach to accommodate children's need to nap or rest providing quiet learning alternatives for children who do not need or want to rest or nap.
7. Provide family style meals and snack time with structured support for teaching-child interactions fostering communication that contributes to a child's learning, development, and socialization with the understanding food is not utilized as a punishment or reward.
8. Provide bodily care as needed, including toileting, diapering and other functions.
9. Implement all components of "Active Supervision" to ensure child safety and supervision is maintained at all times.
10. Make home visits and conduct parent conferences as required by the program, and encourage family engagement.
11. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Communicate effectively with all stakeholders including parents in written and oral form, including electronic media, using positive interpersonal skills.
- Ability to communicate with preschool children in ways that ensure a sense of safety and security.
- Organize, prioritize, manage and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.
- Demonstrate the ability to effectively use technology in daily work.
- Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in Early Childhood Education/Child Development from an accredited institution
OR
Bachelor's degree with coursework equivalent to a major in Early Childhood Education/Child Development from an accredited institution with experience teaching preschool age children
OR
- Bachelor's degree in a related field with experience teaching preschool age children and Condition of Employment to complete coursework within three years; progress of at least two courses per year is required.

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CERTIFICATES, LICENSES, & REGISTRATIONS:

- Florida Educator's certificate in Early Childhood Education, Prekindergarten/Primary, or Preschool Education
- Satisfactory completion of First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers

PREFERRED QUALIFICATIONS:

- Experience working with prekindergarten children
- Experience working with economically disadvantaged children

* Current and former parents or guardians of children served by the Head Start program must receive preference for employment in Head Start vacancies for which they apply.

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting more than 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force to thrust forward, downward or outward.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.

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O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.